



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,255-\$5,172

**INVESTIGATION DIVISION – HEADQUARTERS UNIT
SACRAMENTO**

The Investigation Division of the Department of Insurance is seeking qualified individuals to independently perform the most responsible and complex analytical duties. **Background check and fingerprinting required.**

RESPONSIBILITIES: Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst performs the most varied and complex technical analytical staff services work and provides consultative services to management and others. This entails annual budget and budget change proposal development and management analysis related to administrative and legislative issues. Statistical analysis and preparation of reports related to the Division's Case Management System.

DESIRABLE QUALIFICATIONS: Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives, analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work with others, act as a team or conference leader; and appear before legislative and other committees.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Department of Insurance, Human Resources, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. Please indicate **“Associate Governmental Program Analyst # 413-144-5393-001” on the State application.** Applications received without the above information may not be considered for review. For additional information, please call (916) 492-3411.

FINAL FILING DATE: APRIL 2, 2007, OR UNTIL FILLED

NOTE: Interested individuals must submit applications in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD